

Job Interview

This event is for High School age 4-H participants only. This event will expose older members to the job application and interview process. They will have an opportunity to practice Job Interview skills to prepare them for part-time job applications as well as scholarship interviews to prepare for college and careers. Participants will need to submit an application cover letter and resume with references prior to the Club Day event and will participate in a mock job interview during Club Days.

Instructions for Job Interview:

- Select the position you will be applying for.
- Print and complete the application. (This is form fillable so you can fill it out first and then print, or print and hand write the application.)
- Prepare your resume and cover letter. Address your cover letter to the following individual:

Mr. Twin Creeks
Extension District
123 4-H Street
Skills, KS 97531
- Ask 3 people to be references for you. (i.e. school counselor, a teacher, an adult who know you well)
- Submit the application, cover letter, resume and references to the Extension Office by the appropriate due date
- Sign up for your Mock Interview during your local Club Day event

Let's get started! Here are some links to help you with your preparation:

<http://jobsearch.about.com/od/resumesandcoverletters/l/blhighschool2.htm>

<http://jobsearch.about.com/library/samples/blhsresume2.htm>

https://www.google.com/search?q=resume+templates&hl=en&tbo=u&rlz=1C1PRFB_enU%20S479US484&tbm=isch&source=univ&sa=X&ei=mE3zUKymI6f2QXzyoDABg&ved=0CH%20YQsAQ&biw=1378&bih=839#hl=en&tbo=d&rlz=1C1PRFB_enUS479US484&tbm=isch&%20q=high+school+student+resume+templates&revid=491273455&sa=X&ei=Dk7zUJKeJ6f%20B2QWPr4B4&ved=0CE0QqXy&bav=on.2,or.r_gc.r_pw.r_qf.&bvm=bv.1357700187,d.b2%20I&fp=450613499df8facb&biw=1378&bih=839

Or, just search high school resume templates. Be careful not to get into a website that charges you to print it out. Remember to have your entries in by your appropriate due date (application, cover letter, resume and references included).